

FMLA Notice Requirements

The following notice requirements generally apply to employers required to comply with the federal [Family and Medical Leave Act](#).

Notice	Provide To	When Due to Employee
General FMLA Notice	All employees	<ol style="list-style-type: none"> 1. As a workplace poster 2. In the employee handbook or at the time of hiring
Certification of Employee's Serious Health Condition	Employee requesting FMLA leave due to his or her serious health condition	Upon receiving employee's FMLA leave request, if employer requires certification
Certification of Family Member's Serious Health Condition	Employee requesting FMLA leave due to a family member's serious health condition	Upon receiving employee's FMLA leave request, if employer requires certification
Certification of Qualifying Exigency for Military Family Leave	Employee requesting FMLA leave due to a qualifying exigency related to a military family member	Upon receiving employee's FMLA leave request, if employer requires certification
Certification of Serious Injury or Illness of a Current Servicemember for Military Family Leave	Employee requesting FMLA leave due to the serious injury or illness of a current military servicemember	Upon receiving employee's FMLA leave request, if employer requires certification
Certification of Serious Injury or Illness of a Veteran for Military Caregiver Leave	Employee requesting FMLA leave due to the serious injury or illness of a military veteran	Upon receiving employee's FMLA leave request, if employer requires certification
Notice of Eligibility and Rights & Responsibilities	Employee requesting FMLA leave	Within 5 business days of receiving employee's FMLA leave

		request
FMLA Designation Notice	Employee requesting FMLA leave	Within 5 business days of determining whether leave requested is covered by FMLA